

# YOUTH SERVICES POLICY

<b>Title:</b> Financial Assessment, Medicaid Eligibility and Parental Contributions	<b>Type:</b> D. Community Based Services
<b>Next Annual Review Date:</b>	<b>Sub Type:</b> 9. Placement, Transfer, Termination and Removal Process
	<b>Number:</b> D.9.7
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<b>References:</b> Title IV-E of the Social Security Act 472	
<b>STATUS:</b> Approved	
<b>Approved By:</b> Mary L. Livers, Deputy Secretary	<b>Date of Approval:</b> 11/30/2011

## I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

## II. PURPOSE:

To establish procedures regarding completion of the financial assessment forms for youth in the custody of Youth Services, Office of Juvenile Justice.

## III. APPLICABILITY:

Deputy Assistant Secretary - Community-Based Services (CBS), Probation and Parole Regional Managers/Juvenile and employees of CBS.

## IV. DEFINITIONS:

**Agency** - Youth Services, Office of Juvenile Justice (YS, OJJ)

**Community-Based Services (CBS)** - formerly known as the Division of Youth Services, includes the regional probation and parole offices located throughout the state

**Deputy Assistant Secretary - CBS** - unit head of regional staff

**Financial Assessment Forms** - FAST I, II forms utilized by the Department of Children and Family Services (DCFS) to determine eligibility for federal reimbursement, Medicaid and the amount, if any, of parental contributions

**FAST III** - form utilized to report changes in placement and periodic reviews for continued eligibility

**FAST IV** - the document generated by the DCFS, after receipt of the FAST I, FAST II and/or FAST III, which identifies the funding source and effective date of coverage

**Juvenile Electronic Tracking System (JETS)** - the centralized database used to track all youth in OJJ custody or under OJJ supervision

**Office of Support Enforcement** - a division of the Department of Social Services responsible for collecting financial support from non-custodial parents

**Probation and Parole Officer 1, 2, and 3/Juvenile (PPO/J)** - includes CBS probation officers

**V. POLICY:**

It is the Deputy Secretary's policy that the financial assessment forms, FAST I and II, shall be completed in JETS by a PPO/J on youth placed in the Agency's custody.

**VI. PROCEDURES:**

A. The PPO/J shall interview the parent/guardian to obtain the information necessary to complete the FAST I and obtain signatures on the FAST II forms for youth in the Agency's custody. The financial information shall be completed on the FAST 1 and entered in JETS within 15 days of custody. FAST I, Section VII shall be completed within 15 days of placement in a non-secure setting.

B. If non-secure placement is recommended, the documents shall be forwarded to the DCFS Social Services Analyst (SSA) within 15 days of placement in a non-secure setting. A copy of the birth certificate, Social Security card, custody order and proof of income shall accompany the completed forms. This information is used by DCFS to determine the category of funding and the amount of parental contributions, if any. Each youth is entitled to a Medicaid card throughout non-secure residential placement; however the source of funding may differ. Due to the potential for medical expenses, timely submission of the FAST forms and documentation is necessary to secure a Medicaid card for the youth.

If the youth is placed in a secure center for youth, the FAST I and II shall be filed in Section II of the youth's case record. Upon non-secure placement, the forms will be forwarded to DCFS for processing.

Girls placed in the intensive residential programs are not eligible for IV-E funding. When completing the FAST I form, the PPO/J shall make a notation to indicate the youth's assignment to an intensive residential program prior to forwarding to DCFS.

C. The FAST IV, returned by the DCFS SSA, will specify the certification funding source. The funding source shall be entered in the JETS placement screen by the PPO/J within seven (7) days of receipt.

The three funding sources are:

(08) TITLE IV-E CATEGORY - Federal funds to cover any medical costs and room and board.

(22) MEDICAID ONLY - Federal funds to cover all medical costs and placement in Medicaid beds at private hospitals (in this category state funds are used to pay for client's room and board in regular non-secure placement).

(15) STATE FUNDED - State funds to cover both medical costs and room and board.

- D. If the FAST IV indicates that additional information is needed, the assigned PPO/J shall obtain the information and submit the information to the DCFS SSA within seven (7) working days of the request.

**Previous Regulation/Policy Number:** D.9.7

**Previous Effective Date:** 10/28/2011

**Attachments/References:**